



OFFICE OF THE SELECT BOARD

30 Providence Road
Grafton, MA 01519
(508) 839-5335
BOSGroup@grafton-ma.gov
www.grafton-ma.gov

*Peter Carlson, Chairman
Colleen Roy, Vice Chair
Mathew Often, Clerk
Doreen DeFazio
Raymond Mead*

Adopted: November 16, 2021

SELECT BOARD CHARGE

NAME: Fire Chief Search Committee

MEMBERSHIP: 5 Members
One (1) member of the Fire Department
Town Administrator
Two (2) Select Board Representative
One (1) Member of the community to be appointed by the Select Board

TIMETABLE: To begin upon appointment and will dissolve after Fire Chief candidates have been forwarded to the Select Board.

Section 1: The Committee shall work with a hiring consultant to assist with the screening process in receiving a number of qualified candidates for the Fire Chief position.

Section 2: The Committee shall be responsible for determining the qualifications of the applicants and forward to the Select Board and will recommend at least 3, but no more than 4 candidates for final interviews by the Select Board. Reference checks are to be done by the hiring consultant and search committee, and CORI checks to be done by the Town's CORI officer.

Section 3: The Committee shall deliver to the Select Board it's list of candidates for final interview by June 1, 2022. The Committee will follow all applicable laws and by laws of the Town of Grafton and the Commonwealth of Massachusetts.

Peter Carlson, Chair

Colleen Roy, Vice Chair

Mathew Often, Clerk

Doreen DeFazio

Raymond Mead